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NATIONAL ARCHIVES AND RECORDS SERVICE
Office of Records Management

SEMINAR AND WORKSHOP SCHEDULE
September, October, and November 1961

Forms Analysis

A 2-week workshop for forms analysts and forms liaison personnel.

September 18 through 29
X October 30 through November 10

The workshop covers the basic principles of forms analysis; the reading, writing, transmitting, and filing of forms. Participants are introduced to charting and survey techniques which the forms analyst will use in his work. Sessions also cover equipment considerations and an introduction to source data automation. Classroom problems provide opportunity for practical application of principles and techniques developed during workshops.

Source Data Automation

A 1-week seminar for management analysts, records officers, and supervisors of large paperwork operations, Grade GS-9 and above.

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October 2 through 6
X November 13 through 17

The seminar introduces participants to the basic elements of automated paperwork. The advantages of automating data at its source, or at earliest possible time in processing chain, are discussed. The workshop illustrates ways of recognizing valid source data automation applications. Sessions cover the advantages and disadvantages of specific types of equipment, limitations of machine language, special forms considerations, and case studies of successful applications.

Records Management Seminar

A 7-day program consisting of fourteen 2 1/2-hour sessions for agency records officers and records management analysts. (This year four additional sessions have been added to the basic 5-day seminar introduced last year.)

September 18 through 26
X October 16 through 24
X November 13 through 21

The program covers principle records management areas including correspondence, forms, reports, directives, mail, files, records disposition, documentation, source data automation, and survey and audit.

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